# CITY OF AUBURN TELECOMMUNICATIONS COMMISSION

Thursday, January 8, 2004 4:00 p.m. to 5:30 p.m.

Auburn City Hall Room 10, 2<sup>nd</sup> floor 1225 Lincoln Way, Auburn, CA 95603 **Meeting Minutes** 

#### 1. ROLL CALL AND DETERMINATION OF A QUORUM

At least three Commissioners are required to be present in order for action items to be decided. All commissioners present. Meeting called to order at 4:02 pm

#### 2. AGENDA APPROVAL

This is the time for the public and/or Commission members to ask for removing, postponing, or changing the listed sequence of an agenda item. Glenn made a motion to accept the agenda as stated, seconded by Michael Fontaine.

### 3. PUBLIC COMMENT

No public comment was made.

## 4. APPROVAL OF MINUTES

Review and approve of minutes for the regular meeting of **December 11, 2003**. Motion made by Mark to approve minutes, seconded by Mike Malvey.

### 5. BUSINESS

## A. Charter Communications discussion

- 1. Latest Quarterly report from Charter review and follow up It was discussed that the subscriber base continues to be eroded, and obviously will continue until the rebuild is completed. The commission is concerned that Charter is not taking the proper steps to stop the erosion now. Michael commented that Charter needs to follow up on the commitment made in 2002 to hold a cable forum for the city, and perhaps use the venue to help stop the erosion. Glenn will place this in an email format to Jennifer Cunningham for response.
- 2. Franchise Fee letter This was reviewed and discussed, and the decision was made that this needs to be added to the email mentioned in item 1, and that Charter should be present at the next meeting in February to address all of these issues.
- 3. Review of the System Design submitted by Barry Egan at the 12/11/03 meeting Michael commented that there was no table of contents, or any device to interpret what we were looking at in the design. He recommended that we have Barry Egan come in and explain to us what the design means to the customers, and what impact the construction of this plant will have on the level of service.

## B. ACTV

1. Current status and up-coming events – The PEG studio was cut over to fiber on 11/25, and the signal is clean. There will be an open house at the studio on Tuesday, January 20<sup>th</sup>. In addition to the open house, there will be a dinner and the movies event on Saturday, February 7<sup>th</sup>, to be held at the Monte Verde Inn in Foresthill.

## 2. PEG studio facility.

a. Inventory status – The inventory has been completed. There have been some additional thefts due to lack of student monitoring during classes. Michael will be meeting with Dave Horsey, Principal at Placer, to address. ACTV does not take over the studio until 3pm. During the day, the studio is used by the high school for classes. The coding has been completed on the inventory. This means that all equipment has been categorized, and has a bar code for identification.

- b. *New Staffing* . Former board member Jan McDonald is now the operations manager for the studio. Paul Towne is the new technician that does videography, etc
- C. Telecommunications strategy/planning recommendation status This is an issue that needs to be addressed, and the commission is looking for time to be able to focus on the strategy initiated two years ago. Michael discussed his end of the research on wireless, and talked about the service available at Starbucks, who contracts through Tmobile. The issue is the security of the technology at this point in time. The positive side is the tremendous ability to access internet through these hotspots. The downside is the lack of security, and the potential to be hacked. These are the types of things as a commission that we should be presenting to the city council for evaluation.

Business was closed.

### 6. CORRESPONDENCE

Review of correspondence received after agenda was mailed to Commissioners. No correspondence to review.

### 7. INFORMATION AND ANNOUNCEMENTS BY COMMISSIONERS

Glenn distributed information on the EV Cain presentation of "Annie Warbucks" being held on January 14-17, and 21-24. This was originally presented by Jan McDonald to Glenn.

## 8. AGENDA ITEMS, DATE, AND TIME OF NEXT MEETING

The next meeting will be held on Thursday, February 12<sup>th</sup>, at 4pm.

## 9. ADJOURNMENT

Michael made the motion to adjourn, seconded by Mark. Meeting adjourned at 4:58pm.